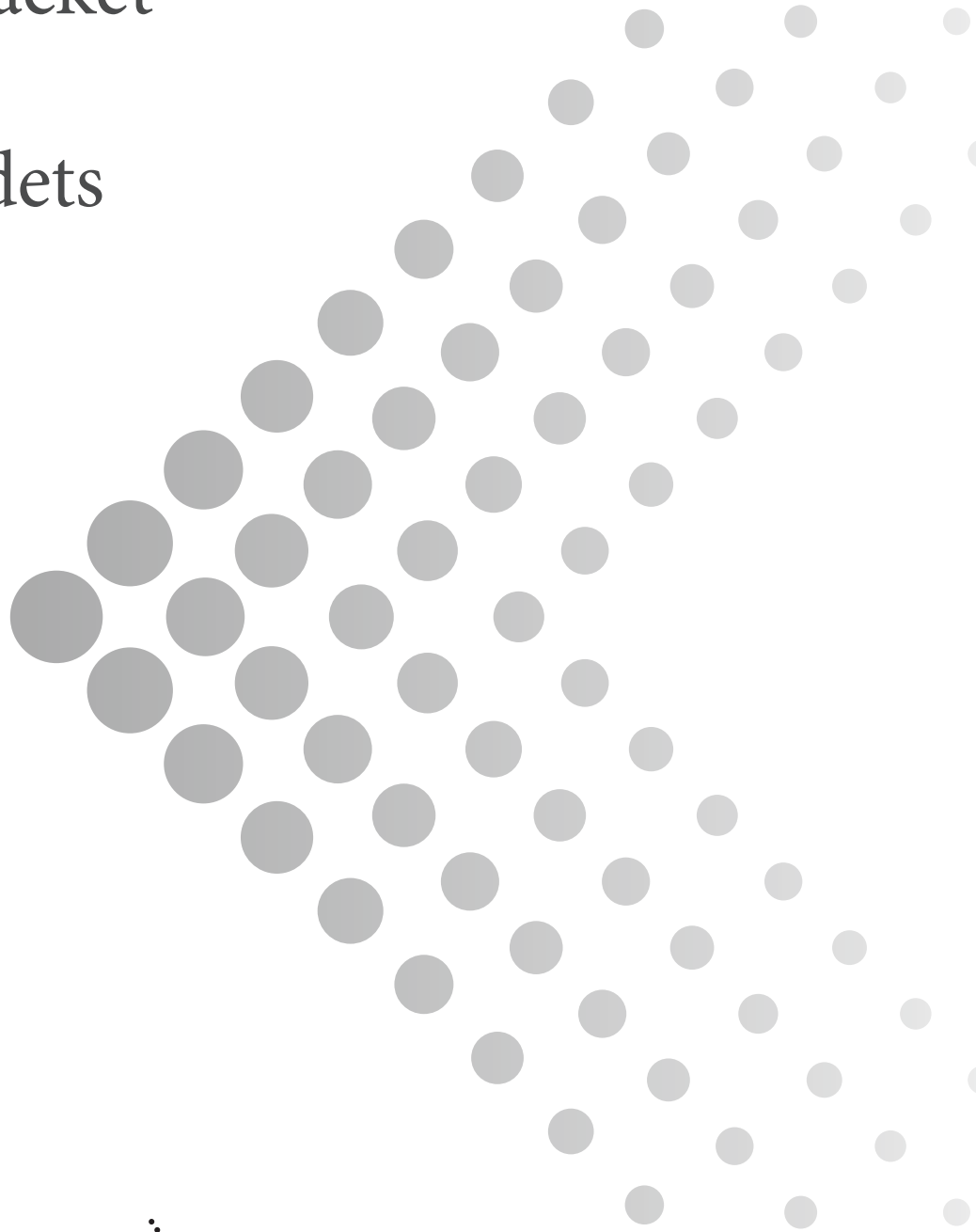


# Law Enforcement Academy



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## Information Packet *for* Sponsored Cadets



**Your College  Right Now**

Applicant Name: \_\_\_\_\_

# Law Enforcement Academy

## Certification in Basic Law Enforcement



ALVIN COMMUNITY COLLEGE

Your College  Right Now

**Application Period:** August & February each year

**Program Start:** January & July each year

### Start Here

Sponsored cadets that are new to ACC must go to [www.goapplytexas.org](http://www.goapplytexas.org) to complete the college application.

### Agency

Send the following for each sponsored cadet to [criminaljustice@alvincollege.edu](mailto:criminaljustice@alvincollege.edu):

- Sponsorship letter (example attached)
- TCOLE Agency Checklist
- DOLCEE Form (Academy Number: LE-511270)

### Sponsored Cadet

- Apply for ACC at [www.goapplytexas.org](http://www.goapplytexas.org)
- Read Academy Rules and Regulations
- Attend Orientation on **November 30, 2023** at 9:00am

### Important Dates

- Sponsored Cadets Application Deadline: **November 30, 2023**
- Orientation: **November 30, 2023**
- Classes begin: **January 16, 2024**

**Questions?** If you have questions or need assistance with the application process, call 281.756.5625 or email [criminaljustice@alvincollege.edu](mailto:criminaljustice@alvincollege.edu).

**For more information, visit:** <https://www.alvincollege.edu/criminal-justice/law-enforcement-academy.html>

Admission steps are subject to change at any time.

Please visit <http://www.alvincollege.edu/admissions/getting-started-first-time-students.html> for the most up-to-date information.

*Alvin Community College is an Equal Opportunity Institution. If you have a disability and need assistance or require special accommodations contact the Office of Student Accessibility Services at 281.756.3533 or [sas@alvincollege.edu](mailto:sas@alvincollege.edu).*

(Agency Letterhead)

Date

Law Enforcement Academy Program Director  
Alvin Community College  
3110 Mustang Road  
Alvin, Texas 77511

To whom it may concern,

The \_\_\_\_\_ (Agency) will be sending the following employee to the \_\_\_\_\_ (Academy Start Date) Alvin Community College Law Enforcement Academy:

Name:  
SS#:  
DOB:  
TDL:  
Phone:  
PID:

The Police Cadet applicant has completed the hiring process for the \_\_\_\_\_ (Agency), to include:

- Criminal Background Check
- Driving History
- Polygraph
- Proof of Education
- Drug Screen
- Medical Screen
- Proof of Citizenship

The \_\_\_\_\_ (Agency) is sponsoring this cadet and will be responsible for costs associated with the Academy. Please contact \_\_\_\_\_ (Contact Name) at \_\_\_\_\_ (Phone) or email \_\_\_\_\_ (Email) to request additional information.

Sincerely,

**Law Enforcement Agency Audit Checklist**

**All Licenses - Peace Officer, Jailer, Telecommunicator**

Employee Name:	PID Number:	
<input type="checkbox"/> <b>Appointed to agency prior to 4.15.1996.</b> Prior to this date TCOLE kept all required documentation for appointment on file in Austin; current firearms qualification is the only document required for individuals hired prior to that date.		
New License §217.1	180 Days or Less Break in Service §217.7	More Than 180 Day Break in Service §217.7
<input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2) <input type="checkbox"/> F5R (required only for appointments after 9.01.05, if the applicant had another license type – peace officer, jailer, TCO) <input type="checkbox"/> L-2 (drug screen/ medical exam) (Telecommunicators- drug screen only) <input type="checkbox"/> L-3 (psychological evaluation) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS/FBI Fingerprint Return** <input type="checkbox"/> Proof of Citizenship (Effective 3.01.03) <input type="checkbox"/> Proof of Education - HS Diploma (accredited) or GED <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Personal History Statement (Effective 1.01.12) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> For peace officers only- Current record of firearms qualification (once per calendar year). Does NOT apply to 1 <sup>st</sup> appointment of BPOC graduates.	<input type="checkbox"/> L-1 / L1-T (sign & notarize page one only) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Personal History Statement (Effective 1.1.12) <input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year).	<input type="checkbox"/> L-1 / L1-T (sign & notarize page 1 & 2) <input type="checkbox"/> L-2 (drug screen ) <input type="checkbox"/> L-3 (psychological evaluation) <input type="checkbox"/> F-5R (required only for appointments after 9.01.05) <input type="checkbox"/> CCH (TCIC-NCIC) <input type="checkbox"/> DPS/FBI Fingerprint Return** <input type="checkbox"/> Military Discharge (if applicable) <input type="checkbox"/> Personal History Statement (Effective 1.01.12) <input type="checkbox"/> Certified Copy of Court Disposition *** <input type="checkbox"/> For peace officers only- current record of firearms qualification (once per calendar year).

**All documentation must be in place prior to submitting the L1 appointment form. Failure to complete and document the pre-licensing requirements above is a violation of state law and may result in penalties ranging from fines (up to \$1,000 per day, per incident) to criminal charges (State Jail felony for appointment of a person with a criminal record). Texas Occupations Code 1701.507 and 1701.553.**

**\*\*Fingerprint returns can be obtained by: a) mailing a 10-print applicant card to DPS, b) using the F.A.S.T. electronic fingerprint service, c) using an agency’s Live Scan provided it has been validated/approved by DPS for applicant processing. To set up a F.A.S.T. account, please contact DPS at 512-424-2365, choose option 6. To validate your agency’s Live Scan contact DPS at [livescan@dps.texas.gov](mailto:livescan@dps.texas.gov).**

**\*\*\*For all charges class B and above or class C involving family violence or official duties.**

**IMPORTANT: TCOLE REQUIRED DOCUMENTS SHOULD BE KEPT TOGETHER IN A SECURE BUT EASILY-ACCESSIBLE FOLDER SEPARATE FROM PERSONNEL FILES AND OTHER DOCUMENTS.**

**---CONTACT YOUR TCOLE FIELD AGENT IF YOU NEED MORE INFORMATION---**

